

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN
ADVISORY COUNCIL MEETING
Wednesday, April 18, 2018**

Department of Public Health & Human Services, 111 North Sanders, DPHHS Cafeteria, Helena,
3:30 p.m.

1. Greeting/Call to Order – Mike Manion

Mike called the meeting to order at 3:34 p.m.

Members present: Mike Manion, Bill Crane, Danielle Williams, Liz Bangerter, Penny Fassett, Pam Carlson, Hope Stockwell, and Sandy Booth

Excused absences: Frank Clinch, Gary Owen, and Kirsten Wrzesinski

Agency liaisons: Steven Hrubes

Contractors present: Brittany Rooze, Alison Munson.

Patrick Sheehan has resigned from the Council due to his work load. Mike thanked him for his services, and we will be looking for his replacement.

2. Review minutes from March 2018 meeting

MOTION: Bill Crane moved to adopt the March 21, 2018 meeting minutes (with minor correction for spelling), and Liz Bangerter seconded the motion. The Council unanimously adopted the minutes.

3. Review meeting agenda and Council members' schedules for the upcoming meetings

No known conflicts

4. Public Comment – members of the public

No comment at this meeting.

5. Fiscal Agent Report – Brittany Rooze

Brittany did not report any unusual items regarding the financial status. The statements reflect the usual payroll deductions and the regular fees.

Current Financials –

2017 Campaign Revenue	\$149,698.18
2017 Campaign Expenditures	\$23,085.13
2017 Campaign Balance	\$126,613.05
2018 Campaign Revenue	\$0.00
2018 Campaign Expenditures	\$216.00
2018 Campaign Balance	\$-216.00

MOTION: Danielle Williams moved to adopt the financials, and Penny Fassett seconded the motion. The Council unanimously adopted the financials

6. Program Contractor's Report – Brittany Rooze

Brittany asked if anyone on the Council had a chance to login to Submittable and review applications. Some members had done so already and asked some clarifying questions about the process. Brittany went over some minor changes to the form, and the different “status” options applications have. She reminded everyone that an earlier email from her has the instructions as well if they needed any guidance.

Bill mentioned NPO errors in submitting incorrect financial information. The Council discussed what happens if we need that edited for the campaign, and Brittany said we can open the application to the NPO for editing and contact the NPO, asking it to correct the information.

Bill also brought up that some NPOs are submitting old Secretary of State letters from 2017, and that we should check on the Secretary of States webpage to verify when reviewing applications if the NPO’s status is current in 2018. Bill also mentioned that the webpage was not saving changes made to entity documents.

After last months meeting, Brittany and Chantal discussed getting rid of the tabs for “Local” and “National” on the Click and Give page to avoid donor confusion. The work hours came to an estimate of 40, which is a high estimate, and another 15 hours to add a search feature to see what donors had previously contributed.

The Council discussed options for the Kick-Off events. Leads are still begin pursued in Billings through contacts at UW and DPHHS, as well as potential options for the Missoula Kick-Off in case weather may affect the attendance if it is outside. Brittany will investigate a larger tent and its price to see if it is a reasonable option.

Mike asked if Brittany needed any help with prizes. She said not yet, but leads are always welcome and to let her know, if so.

7. Chairman's Report – Mike

The Auditor’s contract has been signed and they should have al the information they need, so that should be done for this years needs.

8. Other Business/Adjourn

Steven brought up that Helena Industries had closed and had received a phone call from a woman wanting to know if she could stop her contribution to the NPO if her money was no longer going there, or what her options were. The Council discussed what would happen in

this instance, and Steven said he would follow up with the individual and let payroll know that calls may be received and what the options are for the donors.

MOTION: Bill Crane moved to adjourn, and Liz Bangerter seconded the motion. The Council unanimously approved the motion. **Meeting adjourned at 4:20pm**